

Meeting Minutes of the
BIRDSBORO MUNICIPAL AUTHORITY
MEETING HELD VIA TELECONFERENCE
OCTOBER 10, 2023

Birdsboro Municipal Authority (the “Authority/Board” or “BMA”) Board Members Roll Call:

- Anthony Tucci, Chairman – absent
- Jeffrey Kauffman, Vice Chairman – present
- Michael Mettler, Treasurer – present
- Drew Lamb, Secretary - absent
- Mary Ann Cotter, Assistant Secretary/Treasurer – present

Staff Members Present:

- Kelly Yanos, Manager
- H David Miller, Entech Engineering, Inc., Wastewater Treatment Engineer
- Brian Boland, Esquire, Kozloff Stoudt - Solicitor
- Bonnie L. Frisco, Recording Secretary

Visitor(s): Nancy Kauffman

Call to Order

The meeting was called to order by Vice Chairman Jeffrey Kauffman at 6:32 p.m.

Agenda Amendments: None

Public Comment

Nancy Kauffman noted she is in favor of the BMA land swap as the Authority should not own Texas Ballfield.

Review and Approve Minutes

MOTION: Approve the September 12, 2023 meeting minutes, as amended. Remove Mary Ann Cotter from the Visitor(s) list.

Moved by: Michael Mettler Seconded by: Mary Ann Cotter Vote: All present in favor

Treasurer’s Report

MOTION: Approve the account balances and payment of bills October 10, 2023, as presented.

Moved by: Mary Ann Cotter Seconded by: Michael Mettler Vote: All present in favor

Manager’s Report – Kelly Yanos

Water Report - A copy of the Water Report will be kept on file.

Sewer Report - A copy of the Sewer Report will be kept on file.

WWTP Grit Chamber Cleaning

MOTION: Approve a cost not to exceed \$6,405 in accordance with JG Environmental to clean the WWTP aerated grit chamber.

Moved by: Michael Mettler Seconded by: Mary Ann Cotter Vote: All present in favor

Execute Forestry Plan Contract

MOTION: Authorize the execution of the Forestry Plan Update Agreement with Jacob Schultz.

Moved by: Mary Ann Cotter Seconded by: Michael Mettler Vote: All present in favor

Public Notification System

The CodeRed representative is sending an introductory video for their system. The provided a rough estimate of \$5,300 per year for services.

Sale of Equipment

MOTION: Authorization to advertise for sale on Municibid the hot water meters originally purchased for the McLaughlin apartments.

Moved by: Michael Metter Seconded by: Mary Ann Cotter Vote: All present in favor

Aqua Ducks Proposal

The Authority agreed to not pursue further the Aqua Ducks Proposal as it is not worth all the restrictions.

Christmas in Birdsboro Donation

MOTION: Approve a \$1,000 donation to the Christmas in Birdsboro event.

Moved by: Michael Metter Seconded by: Mary Ann Cotter Vote: All present in favor

Drew Lamb Resignation

MOTION: Accept with regret Drew Lamb’s resignation from the Authority effective December 31, 2023.

Moved by: Michael Mettler Seconded by: Mary Ann Cotter Vote: All present in favor

Personnel Issues

To be discussed in Executive Session.

Engineer’s Report – H. David Miller (Entech Engineering “Entech”) – Wastewater

H. David Miller reviewed the Wastewater Engineer’s Report, a copy of which is kept on file.

Engineer’s Report – H. David Miller (Entech Engineering “Entech”) – Water

H. David Miller reviewed the Water Engineer’s Report, a copy of which is kept on file.

Solicitor’s Report – Brian Boland

Comcast Easement

Solicitor Boland noted that there has not been a response from Comcast regarding the easement as of yet, but a response is expected after the week of the 19th.

Old Business

Lease Agreement Follow-up: No new update

Satiro EDU’s: No new update

New Business

No new business.

Executive Session

The Authority recessed into Executive Session at 6:52 p.m. to discuss personnel matters and reconvened the regular meeting at 7:00 p.m.

Manager Hours and Salary

MOTION: Approve Manager Yanos to increase weekly hours from 32 to 40 and compensation accordingly, effective January 1, 2024 and approve Manager Yanos to be eligible for a salary increase January 1, 2024.

Moved by: Michael Mettler

Seconded by: Mary Ann Cotter

Vote: All present in favor

Floater Laborer Position

MOTION: Approval of creating a Floater Laborer position (to be filled by Keith Karlson), at the Laborer rate in accordance with the Teamsters’ Contract. The position will be shared by the Public Works, Water and Sewer Departments, Mr. Karlson’s seniority is to be maintained and the position will report directly to Manager Yanos.

Moved by: Michael Mettler

Seconded by: Mary Ann Cotter

Vote: All present in favor

Adjournment

The regular meeting was adjourned at 7:05 PM. The next meeting of the Authority will be held Tuesday, November 14, 2023 at 6:30 p.m.

Respectfully submitted,

Bonnie L. Frisco
Recording Secretary